

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.RPA-
11935-ORIM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Risk and Insurance Management	POSITION NUMBER (Agency - Unit - Class - Serial) 306-47-3917-001
UNIT NAME AND CITY LOCATED DGS Health and Safety – West Sacramento	CLASS TITLE Health and Safety Officer
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO West Sacramento
PROPOSED INCUMBENT (If known) VACANT	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-047-3917-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of the Staff Services Manager II, the Health and Safety Officer, provides safety services exclusively for the Department of General Services and supports the functions of the Emergency Manager and Emergency Functions Unit.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
35%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>In order to increase employee awareness of safe and healthy work practices and reduce work-related injuries the incumbent:</p> <ul style="list-style-type: none"> • Implements, maintains and evaluates a comprehensive wellness program, by planning, organizing and coordinating activities which promote general health. • Develops, implements, and maintains a departmental Injury Illness Prevention Program (IIPP) by collaborating with DGS divisions in the development of their IIPP's. • Provides ergonomic services and organizes First Aid CPR/AED classes for departmental staff. • Conducts safety surveys to identify and evaluate departmental health and safety hazards; maintains communication with management and ensures correction of hazards. • Compiles and analyzes accident and injury data in order to develop trend analysis and formulate measures to reduce the frequency and severity of workers' compensation injuries in the department. • Responsible for administration and oversight of the gym located within the Ziggurat building; ensures gym is in safe operable condition by regularly monitoring site, equipment, and behavior of users.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
25%	<p>In order to effectively and efficiently implement departmental Health & Safety policy and procedures the incumbent:</p> <ul style="list-style-type: none"> Formulates, recommends, and implements various health and safety policies and procedures such as Weapons Policy, Emergency Procedures for Blackouts, and other employee/worksites security issues. Ensures department is in compliance with all OSHA/Cal OSHA regulations and maintains a working knowledge of all pertinent laws and regulations. Conducts post incident investigations at departmental worksites to determine the cause and means of preventing a reoccurrence by reviewing loss notices. Investigates complaints associated with industrial and other occupational safety and health-related issues and reports findings to departmental management. Gathers, tabulates and analyzes departmental loss data and determines trends in order to provide management written analysis and recommendations on the departmental safety programs. Serves as Chairperson for the departmental Safety Committee and acts as primary departmental resource and provides information and direction to departmental Safety Coordinators in carrying out various regulatory compliance issues with occupational health and safety standards.
20%	<p>In order to protect lives and property, preserve organizational structure and ensure continuity and/or early resumption of essential services the incumbent:</p> <ul style="list-style-type: none"> Develops, implements and maintains the Department of General Services (DGS) Business Continuity Communication Plan and maintains the DGS Business Continuity Plan and Risk Analysis documents. Develops, implements and maintains DGS Emergency Operations Plan in accordance with applicable statutes, regulations and departmental policies and procedures. Reviews and analyzes laws and regulations pertaining to the protection of state employees and collaborates with local law, fire, departmental staff and State agencies in the development of emergency procedures. Plans, organizes, develops and conducts emergency preparedness and security training for departmental managers, supervisors, and staff. Coordinates the ongoing development of emergency plans for all DGS offices and conducts drills and simulated emergencies to evaluate plans.
10%	<p>In order to assist the Emergency Functions Program Unit with the development and implementation of Emergency Functions assigned to the California Government Operations Agency, the incumbent:</p> <ul style="list-style-type: none"> Assists with the development and implementation of Emergency Function 3 Construction and Engineering and Emergency Function 7 Resources. Facilitates forums for all Emergency Function stakeholders to communicate and collaborate towards completion of their respective annexes. Collaborates with the Emergency Function Advisory Council, Operational Teams, Technical Working Groups, and stakeholders. Attends Emergency Function and relevant emergency management meetings.

10%

In order to effectively respond to emergencies and other emergency duties the incumbent:

- Assists the Emergency Manager by attending DGS, and agency level meetings, as well as the Office of Emergency Services (CalOES) Committee meetings as needed.
- In time of an emergency is required to respond 24/7.
- Upon activation of the State Operations Center (SOC), incumbent will be directed to the SOC and will assist CalOES in coordinating state agency response and mobilization of mutual aid resources from unaffected regions.
- Recommends and activates building closures and/or access restrictions to DGS managed buildings.
- Implements the applicable portions of the DGS emergency plans.
- Provides trained personnel, equipment, and essential incident-related information to CalOES to support response operations. Coordinates emergency response with federal, state, local, and other agencies.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF: Principles and techniques of industrial health and safety; training methods and techniques; California laws, including Workers' Compensation, relating to safety; principles of supervision; statistical methods; department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives

ABILITY TO: Organize health and safety programs; evaluate results of health and safety programs; conduct studies and surveys to determine problems and to make recommendations for solutions; develop and maintain cooperative working relationships; speak and write effectively; effectively contribute to activities necessary to achieve the department's goals, and to the department's affirmative action objectives.

SPECIAL PERSONAL REQUIREMENTS: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

DESIRABLE QUALIFICATIONS

- Background in safety and experience in reviewing potential risks and recommending loss control measures.
- Experience in working with teams in resolving various risk management issues.
- Experience handling multiple courses of action simultaneously.
- Experience in developing training programs.
- Experience in developing proposals.
- Experience in preparing spreadsheets.
- Express ideas and information in written form clearly, accurately, and in an organized manner.

ADDITIONAL QUALIFICATIONS

- Make decisions that consider relevant facts and information, potential risks and benefits, and short and long term consequences or alternatives.
- Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using innovative and creative approaches.

SPECIAL PERSONAL CHARACTERISTICS

- Leadership and diplomacy.
- Speak and write in a clear and concise manner.
- In-depth knowledge of state safety regulations and current safety issues.

INTERPERSONAL SKILLS

- Works well in a team environment.
- Organizes and handles multiple tasks and assignments.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Daily use of phone, fax, copiers, and general office equipment.
- Occasional use of cell phone, pagers, and laptop computer.
- Frequent use of computer and related software at workstation.
- Occasional off-site meetings within Sacramento and occasional out-of-town within California meetings that may require the use of various transportation modes, i.e. airplane, taxi, car, etc.
- Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, reference manuals, etc.
- Conduct formal presentation with good communication skills.